

Quick References

for

***Shelton State Community College
Faculty***

Fall 2003

**Prepared by
The Brooks-Cork Library Staff**

**Questions, please call
205-391-3925**

Important Dates for Fall Semester

Faculty return August 12
On-Site Registration August 14
Faculty Duty Day August 15
First Day of Class August 18
Late Registration August 18-22

Labor Day (college closed) September 1
Veterans Day (college closed) .. November 11
Professional Development Days
(no class) November 24-26
Thanksgiving holiday November 27-28

Last Day to Drop Without Grade
Full term class October 31
First split term class September 24
Second split term class November 21

Last Day to Drop With Grade
Full term class December 10
First split term class October 8
Second split term class December 10

Last Day of Class December 10

Final Exams
Full term class December 11,12, 15, 16
First split term class October 9
Second split term class December 11
Faculty Duty Days (no class) .. December 18-19

Faculty Duty Days January 5-6
Spring Semester Registration January 5

Professional Development Opportunities

Professional Development DaysAugust 12-15

November 24-26

Professional Dev. Calendar See web site at <http://www.shelton.cc.al.us/library/profdev2002.html> .

Part-time faculty are welcome at all professional development workshops and activities.

Employment Perks

- **Terrific Tuesday Concert Series** – in Alabama Power Recital Hall. (weekly concerts)
- **Art Exhibits** – in National Bank of Commerce Gallery.
- **Career/Technical Education Instructional Center** (for faculty/ staff development).
- **Brooks-Cork Library Card** – use on both campuses. 6-week book check-out, 3-week Best Seller book check-out.
- **Alabama Virtual Library (AVL) Card** – gain access to online databases from home.
- **Monthly Faculty-Staff Luncheon.**
Call 205-391-2279 for information.

Opportunities at the College

- **Theatre Tuscaloosa** – live drama series.
(see <http://www.theatretusc.com/>) .
- **Two-Year College Sports** competition.
- **Faculty-Staff Super Circuit Exercise Class**
(low cost exercise class in Wellness Center)

Food Services

Clock Tower Cafe – serving breakfast, lunch.

In food court area near atrium.

Vending Room – hallway near Food Court area.

Fire Drill Information

Go to the nearest exit or stairway. **Do not use any elevators.** Walk away from the building to areas designated by red signs in courtyard and parking lot.

Severe Weather Information

Go to nearest exit or stairway and proceed to first floor. You will be directed to an interior hallway away from outside windows. **Do not use any elevators. Do not leave building to travel home.** You will be told when the danger has passed.

Closure of the college due to inclement weather will be announced on local and Birmingham radio and television stations starting at 6:00 a.m.

Photocopying

Instructors may use the Faculty / Staff Copy Center for class materials, required documents, etc. Staff will make the copies for you (no self-service copying). Hours of operation are listed on the following page. You must list all copying in proper notebook along with your name. Your department will be charged for your copying.

Any questions, call 205-391-2341.

Open Hours for Various Areas

Admissions and Records (on the Atrium)

Monday-Thursday 8:00 a.m.-5:30 p.m.

Friday 8:00 a.m.-5:00 p.m.

Bookstore (on the Atrium)

Monday-Thursday 7:30 a.m.-5:30 p.m.

Friday 7:30 a.m.-5:00 p.m.

Cafeteria (first floor just off Atrium)

Mon-Tues-Thurs 7:00 a.m.-8:00 p.m.

Wed 7:00 a.m.-5:30 p.m.

Fri 7:00 a.m.-1:30 p.m.

Cashier's Office (on the Atrium)

Monday-Thursday 8:00 a.m.-5:30 p.m.

Friday 8:00 a.m.-5:00 p.m.

Copy Center (Room 1506) Food court area.

Monday-Thursday 7:30 a.m.-6:30 p.m.

Friday 7:30 a.m.-5:00 p.m.

Counseling Center (on the Atrium)

Monday-Thursday 8:00 a.m.-7:00 p.m.

Friday 8:00 a.m.-5:00 p.m.

Financial Aid Office (next to Admissions)

Monday-Thursday 8:00 a.m.-5:30 p.m.

Friday 8:00 a.m.-5:00 p.m.

Learning Center (Room 2456)

Monday-Thursday 8:00 a.m.-7:30 p.m.

Friday 8:00 a.m.-3:00 p.m.

Library, Martin Campus (Atrium, second floor)

Monday-Thursday 7:30 a.m.-10:00 p.m.

Friday 7:30 a.m.-5:00 p.m.

Library, C.A. Fredd Campus (Main building)

Monday-Thursday 7:30 a.m.-12:30 p.m.,

1:00 p.m.-5:00 p.m.

Friday 8:00 a.m.-12:00 p.m.

Photo I.D. Office (near Admissions Office)

Hours as posted. Please call 391-2383.

Parking Decal

\$2 for one-year decal (September-August). See Cashier's Office for payment and form.

Scantron

Equipment for scanning test forms located in Faculty Office Suite, outside rooms 2618 and 2728.

Adjunct Faculty Office Space

Part-time faculty office space is located in offices 2613 and 2641 in the Faculty Office Suite.

Faculty Computers

Part-time faculty may use computers in the **Career/Technical Education Instructional Center**, room 2819, located inside the Brooks-Cork Library, or in the **Learning Center**, room 2456.

Emergencies in the Classroom

To report an emergency, use the red phones located in these rooms: **2253, 2255, 2311, 2361, 2825.**

If you are ill and need to cancel your class, call 205-391-2204 (day) or 205-391-2966 (night).

Phone Use Procedures

To call an on-campus number, dial *last four digits*.

To call off-campus, dial *9 + local number*.

To request phone list, dial 2238.

Useful Phone Numbers

When dialing on campus, use last four digits.

Admissions and Records	205-391-2214
Athletics	205-391-2223
Bookstore	205-391-2222
Business Office	205-391-2332
C.A. Fredd Campus	205-391-2624
Campus Security	205-391-2377
Campus Tours, Martin	205-391-2901
Campus Tours, C.A. Fredd	205-391-2624
College Information	205-759-1541
Compass Assessment	205-391-2232
Continuing Education Center ...	205-391-2323
Copy Center	205-391-2341
Copy Center, Self-service	205-391-3928
Counseling Center	205-391-2232
Disability Support Services	205-391-2216
Emergency Help	205-391-2377
Financial Aid	205-391-2218
Housekeeping	205-391-2950
International Students	205-391-2342
Learning Center	205-391-2975
Library Instruction	205-391-2327
Library, Martin Campus	205-391-3925
Library, Martin Campus AV	205-391-3928
Library, Martin Reserves	205-391-2495
Library, C.A. Fredd Campus ...	205-391-2622
Maintenance	205-391-2950
Media Equipment for class	205-391-2970
Music	205-391-2270
Nursing Dept.	205-391-2457
Personnel Office	205-391-2272
Photocopy Center	205-391-2341
Theatre Tuscaloosa	205-391-2277
Tutoring / Writing Center	205-391-2975

**Emergency phones are in rooms
2253, 2255, 2311, 2361 and 2825.**

General Number / College Switchboard

205-759-2211

College Web Site

www.sheltonstate.edu

For access to internal information on college
Intranet, contact your supervisor.